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CENTRAL INTELLIGENCE AGENCY

Office of Training

ACCOMPLISHMENTS AND OBJECTIVES

As stated in the vouchered funds presentation, the accomplishments and objectives of the Office of Training can best be outlined under its two major offices, namely, Office of Training (Special) and Office of Training (General).

Office of Training (Special)

The Office of Training (Special) was established as an Office under the Director of Training on 1 July 1951, as a successor organization to the Training Division, OSO/OPC. Prior to 1949, this Division served as the training unit of OSO, but it became the joint training unit for OSO and OPC following the activation of the latter Office. The latter development created an entirely new series of training requirements. The reorganization of OSO and OPC into the Clandestine Services, with three major components -- FI, [REDACTED] -- further affected the training requirements placed upon the Office of Training (Special).

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The growth and development of O/TR(S) and its predecessor organizations have been directly influenced by the progressive development of the Clandestine Services, their increased operational commitments and their immediate and future plans. The first O/TR(S) requirement has been to provide basic training for new Clandestine Services personnel who have had no experience in clandestine operations. In addition, it has been necessary to plan and develop advanced specialized courses of instruction directed toward improving the professional competence of experienced personnel. The latter requirement is expected to be of increasing importance in O/TR(S) in the period ahead.

From early 1949 to the end of 1952, the training load increased rapidly, not only in terms of the numbers of persons to be trained, but also in terms of additional courses to be provided to meet the broadened requirements of the Clandestine Services. Since that time, the flow of students has become stabilized at a high level. A new factor, however, has been introduced into the requirements picture. The Agency as a whole and (from a TR(S) point of view) the Clandestine Services specifically have evidenced an increasing recognition of the value of training with regard to improving the competence of operational personnel and to minimizing the operational failures due to lack of training. This increased

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recognition has resulted in Agency and Clandestine Services regulations (specifically the [redacted] setting forth training standards for Clandestine Services personnel). The application of these regulations is resulting in: (a) an increased number of new employees taking training; (b) a longer average period spent in training by the individual student; (c) an increased number of training requests for personnel returning from field assignments; and (d) an increased number of requests for Headquarters personnel who have not had any formal training heretofore, although they may have been on duty for a considerable length of time. It is anticipated that in FY 1954 TR(S) will feel the impact of the above-mentioned regulations. Evidence of this situation can be seen in a new backlog of students already in existence.

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At the end of FY 1953 a total of twenty-one formal courses covering different aspects of clandestine activities were being conducted or were in preparation for presentation during the coming year. Of the established courses, those involving the vast majority of the student load were being run on a frequently recurring cyclic basis.

No concise statistical analysis of training accomplishments can be presented because of the following factors:

a. The time spent by a student in training may vary from one week to twenty-two weeks.

b. The number of students varies from a few in certain advanced courses to a maximum of 125 in the Basic Intelligence Course.

d. Occasional changes are made in the length and content of individual courses due to changes in emphasis on various types of training and variations in student loads.

During FY 1953, the average number of enrollments in TR(S) courses was about 350 per month. During this same period, a major revision of the Basic Training Program was accomplished. At the same time the [redacted] activities training was drastically revised, six new courses of instruction were developed involving extensive research and preparation of lecture material, case histories, and other instructional devices.

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improving the professional competence of experienced personnel. The latter requirement is expected to be of increasing importance in O/TR(S) in the period ahead.

From early 1949 to the end of 1952, the training load increased rapidly, not only in terms of the numbers of persons to be trained, but also in terms of additional courses to be provided to meet the broadened requirements of the covert Offices. Since that time, the flow of students has become stabilized at a high level, but a new factor has been introduced into the requirements picture by the increased Agency awareness of the necessity for thorough training of its employees.

This awareness has resulted in the issuance of Agency and Clandestine Services regulations specifying minimum mandatory training for various categories of employees. The application of these regulations is resulting in: (a) an increased number of new employees taking training; (b) a longer average period spent in training by the individual student; (c) taking of training by individuals who have been on duty for a considerable time, but have not had any formal training heretofore.

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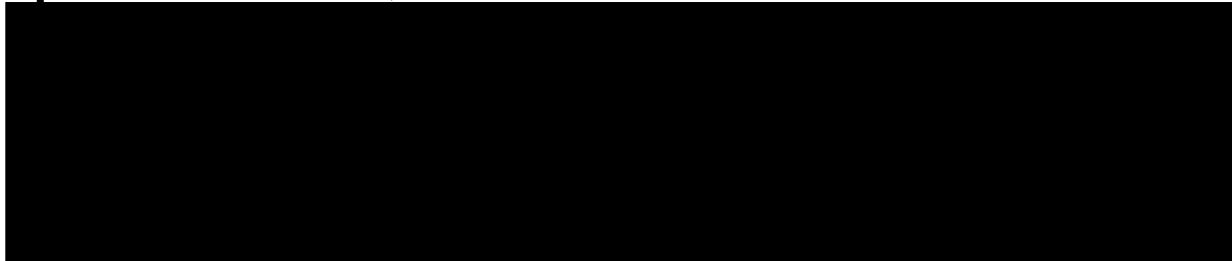
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(b) The number of students varies from a few in certain advanced courses to a maximum of 125 in the Basic Intelligence Course.



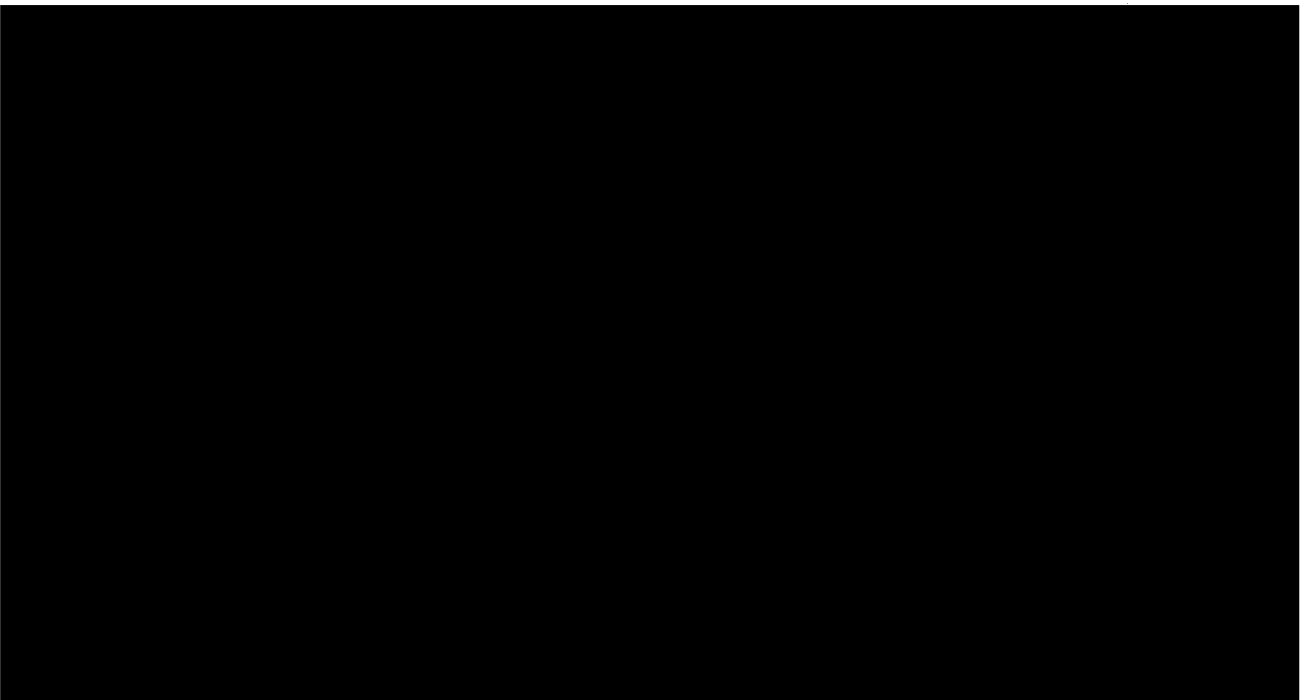
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Office of Training

Office of the Director and Staffs

Support Staff

Administrative Services Branch. The activities of this Branch are to:

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- (d) Advise and assist the Commanding Officers of field installations in the development of administrative procedures.
- (e) Conduct administrative and security studies on a continuing basis of Office of Training activities, procedures, and facilities; prepare reports with recommendations; and conduct necessary liaison and negotiations with Office of Training, Agency, government and non-government offices to carry out approved recommendations.
- (f) Process training requests for action by appropriate OTR official and provide administrative services to accomplish the approved training.
- (g) Maintain all student training records.
- (h) Maintain liaison with CIA Training Officers and officials of specified government and non-government training facilities to enroll personnel in various Agency and external programs.
- (i) Provide security guidance and assistance to OTR personnel; conduct security inspections of OTR activities and facilities; and coordinate OTR security matters with appropriate divisions of the Security Office.
- (j) Administer the OTR Career Service program.

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- (k) Provide "Project Officer" support for covert OTR projects and long-term external training programs.
- (l) Conduct an OTR Records Management and Vital Documents program.

Training Aids Branch. The activities of this Branch are to:

- (a) Consult and advise staff personnel of OTR, and other offices within the Agency which may request the service, in implementing the training programs with effective instructional techniques and the use of instructional aids and materials.
- (b) Develop and conduct on a regular basis courses in instructional methods and techniques for personnel of OTR and the covert offices.
- (c) Provide appropriate library services of intelligence interest for staff and student personnel.
- (d) Procure, assemble, design or construct audio-visual aids and equipment and provide related services required by the OTR training programs.
- (e) Acquire through CIA facilities and external sources, intelligence and informational materials and instructional aids required by the OTR training programs.
- (f) Provide a uniform processing and control in the editing, reproduction and distribution of all OTR materials.

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- (g) Provide the script materials and produce motion pictures required by the OTR instructional programs, and, on request, to provide this service for ~~the same or different purposes~~ to other offices of the Agency.
- (h) Participate in various courses presenting units of instruction based upon the specialities peculiar to the activities of TAB.

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